



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Recovery Branch

Division: State Emergency Management Agency

Sub-Section: Floodplain Management and Mitigation

**TITLE:** Buyout Files

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records related to deed-restricted, flood-prone properties purchased by local communities with funds authorized under Section 404 of the Robert T. Stafford Act and provided by the Federal Emergency Management Agency (FEMA). Oversight and land use of these properties are established under 44 CFR 80.19. Records include, but are not limited to, copies of deeds, listings of deed restrictions, property photographs, repetitive loss property documentation, title work and closing documentation, and other information as determined by the Administrator. Records kept per 2 CFR 200.33(b).

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24500

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Community Assistance Visit (CAV) Files

**CUTOFF:** End of calendar year in which file is closed

**DESCRIPTION:** Community Assistance Visit (CAV) files consist of the formal audit records by the State Emergency Management Agency (SEMA) on communities that participate in the National Flood Insurance Program (NFIP). CAV records include, but are not limited to, inspections of community permit files, meeting notes, and potential violations and remedies. Records created per 44 CFR 60.3.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24499

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



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**TITLE:** Historic Flood Insurance Rate Maps

**CUTOFF:** WSO

**DESCRIPTION:** Flood Insurance Rate Maps (FIRMs) are the official flood maps of communities within the United States. Created by the Federal Emergency Management Agency (FEMA), FIRMs display flood areas that fall within the 1% chance of being equaled or exceeded by flooding in any given year. Communities use FIRMs to regulate development in Special Flood Hazard Areas (SFHAs). Records created and kept per 44 CFR 65.1.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:** Obsolete maps are archived on-site for historic reference.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24066

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/9/2015

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